



# WPI

## Understanding Your Leave Options

Leave with Confidence: Know Your Benefits

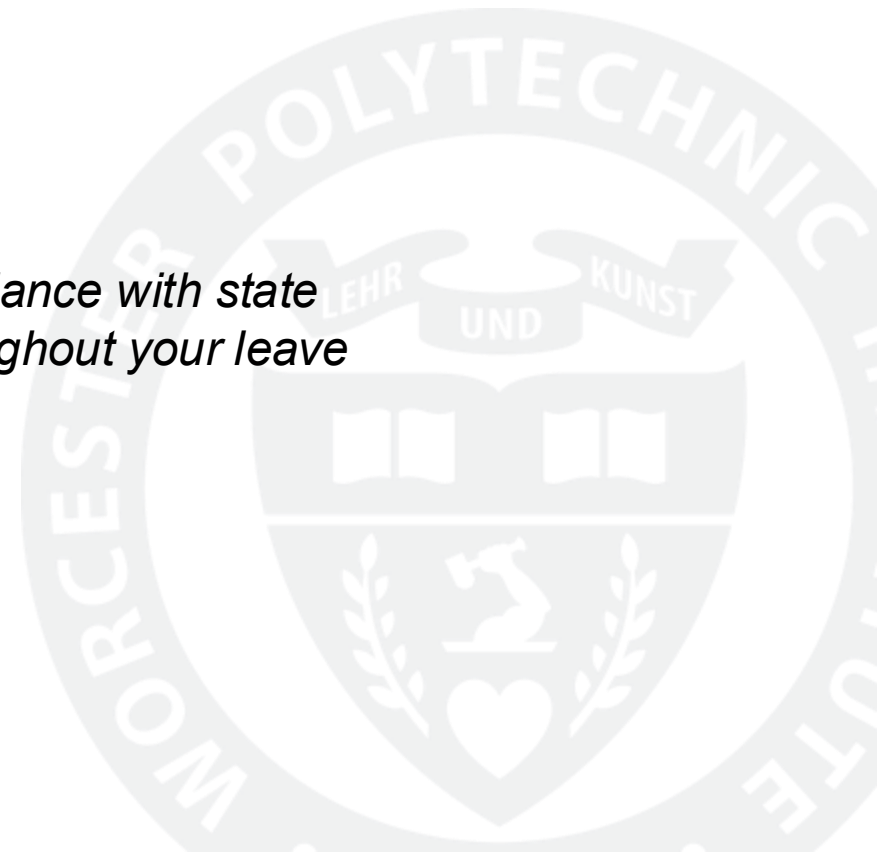




# WPI

## Medical Leave

*WPI is here to support you during your medical leave. We ensure compliance with state and federal laws while providing compassionate, timely assistance throughout your leave process.*



# Benefits Overview

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## Massachusetts Paid Family and Medical Leave (MA PFML)

- Pay: Up to 80% of your average weekly wage, capped at the MA state maximum (\$1,170.64 in 2025)
- Length of Leave: Up to 20 weeks of medical leave per benefit year
- Job Protection: Yes
- Paid by: WPI through WPI Payroll and you can “top off” with vacation or sick time

## Family and Medical Leave Act (FMLA)

- Pay: Unpaid, but you may use accrued sick or vacation time to remain paid during leave
- Length of Leave: Up to 12 weeks per rolling 12-month period
- Job Protection: Yes
- Paid by: Not applicable (FMLA only provides job protection, not income replacement)

# Eligibility

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## Massachusetts Paid Family and Medical Leave (MA PFML)

### Eligibility:

- You earned at least \$6,300 over the last 4 calendar quarters.
- Your wages were subject to MA PFML contributions.
- You work in Massachusetts

## Family and Medical Leave Act (FMLA)

### Eligibility:

- You've worked at WPI for at least 12 months
- You've worked at least 1,250 hours in the past 12 months



# WPI

## Care for Family Leave

*WPI supports employees who need time away to care for their loved ones. We ensure compliance with state and federal laws while providing compassionate, timely assistance throughout your leave process.*

# Eligibility

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## Massachusetts Paid Family and Medical Leave (MA PFML)

### Eligibility:

- You earned at least \$6,300 over the last 4 calendar quarters.
- Your wages were subject to MA PFML contributions
- You work in Massachusetts

## Family and Medical Leave Act (FMLA)

### Eligibility:

- You've worked at WPI for at least 12 months
- You've worked at least 1,250 hours in the past 12 months.

# Benefits Overview

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## Massachusetts Paid Family and Medical Leave (MA PFML)

- Pay: Up to 80% of your average weekly wage, capped at the MA state maximum (\$1,170.64 in 2025)
- Length of Leave: Up to 12 weeks of paid leave to care for spouse, domestic partner, child, parent, grandparent, parent-in-law
- Job Protection: Yes
- Paid by: WPI through WPI Payroll and you can “top off” with vacation or sick.

## Family and Medical Leave Act (FMLA)

- Pay: Unpaid, but you may use accrued sick or vacation time to remain paid during leave
- Length of Leave: Up to 12 weeks per rolling 12-month period, to care for spouse, child, or parent
- Job Protection: Yes
- Paid by: Not applicable (FMLA only provides job protection, not income replacement)

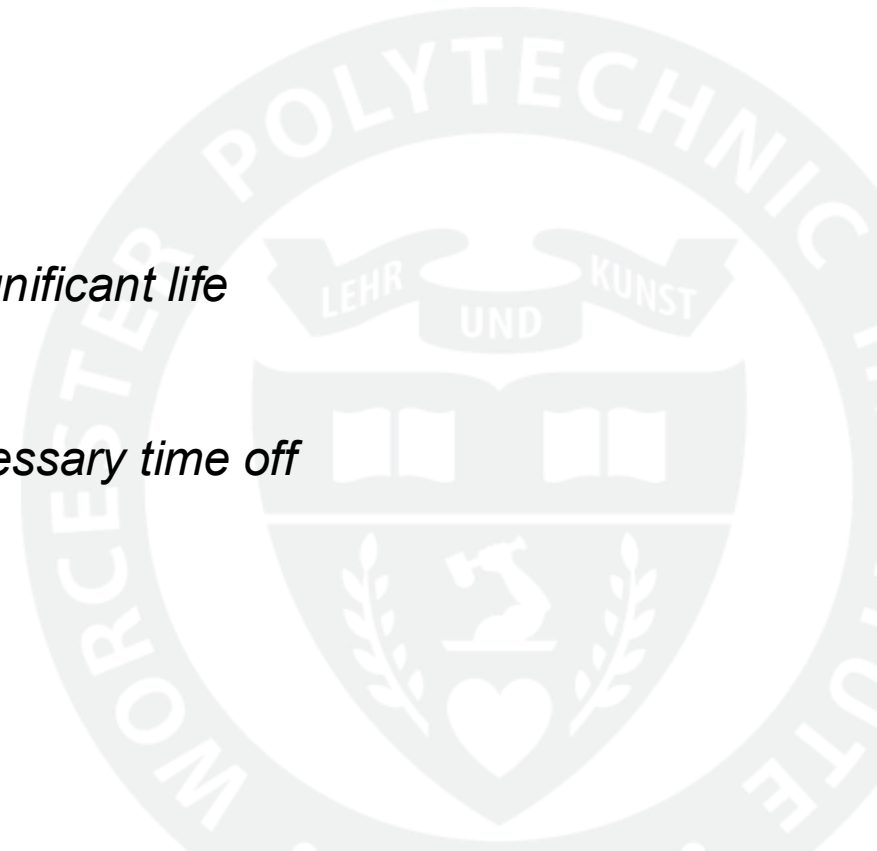


# WPI

## Parental Leave

*Parental leave policies are essential for supporting employees during significant life events such as the birth, adoption or foster placement of a child.*

*WPI's parental leave policy ensures that employees have access to necessary time off to care for their growing families.*





# Eligibility

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## Criteria for eligibility:

- Following 3 consecutive months of employment with WPI, employees are eligible to receive paid parental leave
- The employee must be the caregiver for the new child

## Definition of caregiver:

- Responsibility following birth, adoption or have recently become parents through actions of custody.

# Benefits Overview

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- Employees may receive up to 8 weeks of 100% paid parental leave
- Parental leave must be taken within the first 12 months after birth, adoption or placement of foster child
- Time can be used intermittently or continuously.
- Parental leave is available only for the period you would normally be scheduled to work.



# Leave Entitlement

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WPI Parental Leave will run concurrently with Family Medical Leave Act (FMLA) and other state paid leave benefits.

Parental leave usage will count towards the maximum 12 weeks allotted under FMLA or any maximum allotment set-in place by other state paid leave benefits.

## **Family Medical Leave Act**

Eligible employees are covered to take up to 12 weeks unpaid, job protected leave for specified family and medical reasons.

## **Massachusetts Paid Family Medical Leave**

Eligible employees can take up to 12 weeks paid, job protected leave to bond with a new child

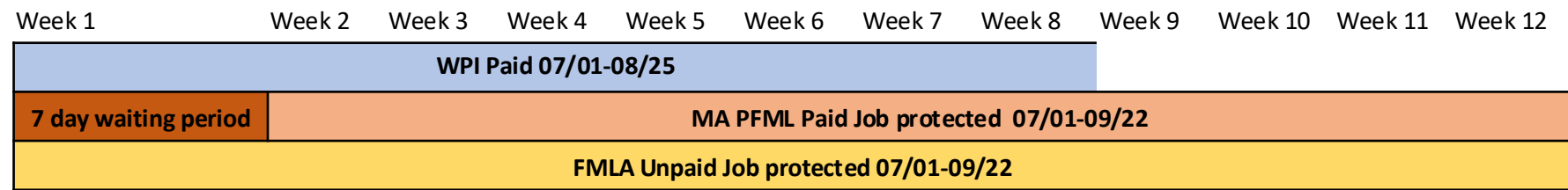
## **WPI Parental Leave**

Eligible employees can take up to 8 weeks of paid leave to bond with a new child

# Scenario (Massachusetts)

Joe Smith is a full time employee that has been with WPI for over 3 years and lives and works in the state of Massachusetts. Joe is expecting a baby to arrive 7/1.

Joe is eligible for 12 weeks of leave to bond with his child. The leave consists of entitlements under WPI, State (MA PFML) and Federal (FMLA) which run concurrent from the start of the leave.



## Pay during Leave

First 8 weeks fall under our WPI Parental leave policy which is paid at 100% salary continuance.

Remaining 4 weeks would be paid at a reduced rate. As of November 2023, MA state allows the use Sick or Vacation to top off and bring you to 100% salary continuation during the 4 weeks.

\*These 12 weeks can be used continuous or Intermittent. Must be used within the first year of childbirth.



# Filing a Claim for Leave

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- Employees who are preparing to take a Leave of Absence should contact the Benefits Team to talk through the process and schedule of salary continuation during leave. The Benefits team will explain the moving parts of FMLA, state leave and payroll.
- WPI partners with Hartford Insurance to support managing absence and tracking leave under the FMLA and state paid medical family leave benefits. Pay will continue to be paid through WPI following the employee's regular payroll schedule.



# Understanding Your Leave Options

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WPI's is dedicated to supporting employees and their families during significant life events.

We encourage employees to take advantage of these benefits and to connect with the Benefits department for any further questions or assistance.



## Contacts and Resources

Benefits Team – [benefits@wpi.edu](mailto:benefits@wpi.edu)

[Employee Handbook](#)

[Benefits Website](#)

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# Questions